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online assessment user guide

Logging In	4
Searching.....	6
Creating and Managing Users.....	6
Creating New Users	6
Editing Users.....	7
Resetting Passwords	7
Creating and Managing Pirate Candidates.....	8
Creating Pirate Candidates	8
Editing Candidates	10
Creating and Managing Cohorts	10
Scheduling and Managing Exams	12
Scheduling Exams	13
Editing scheduled exams	18
Deleting individual exams.....	19
Printing invigilation packs	20
Invigilate screen	22
Keycode screen	23
Results.....	24
Managing your own profile	27
Advanced Caching Assessments.....	27
Remote Assessments	28
Scheduling remote assessments.....	28
Downloading the assessment onto a laptop	29



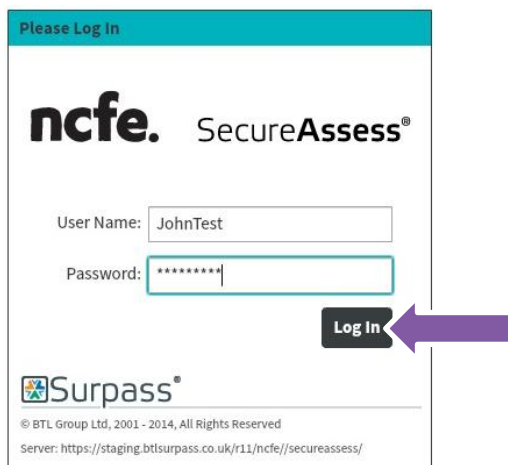
Uploading the results from a laptop..... 31

 Downloading the assessment onto a USB data key 33

Logging in and navigating the system

After you apply for access to the NCFE Online Assessment system we'll contact you and guide you through the process of approval and setup.

Once this is complete you'll have user names and passwords for up to 2 of your staff and you'll be ready to start using the system to manage your candidate assessments. This manual will guide you through the major features and functions of the system.



Logging In

You can access the NCFE Online Assessment administration site through our website www.ncfe.org.uk; your user names and passwords will have been supplied during the approval process. Once these details are supplied, you can fill in the following login screen with your new details

You'll then see the Home screen. The options you see on this screen will vary depending on the level of access you have. This is the Home screen for a Centre Admin User. The grey menu bar at the top of the screen has buttons for each screen that you can access.



You'll have 2 users set up by NCFE; a Centre Admin User and a Technical Contact. The Centre Admin User will be in control of all other user accounts at your centre and can also set up new users with varying access. These are called Centre Roles.



Primary Contact/Centre Admin

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JohnTest [Log Out](#)

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Home	Users	Candidates	Cohorts	Exam Schedules	Invigilation	Keycodes	Results	My Profile
------	-------	------------	---------	----------------	--------------	----------	---------	------------

Technical Contact/Centre IT Admin

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Home	Candidates	Exam Schedules	Invigilation	Keycodes	Marking	Moderation	Results	My Profile
------	------------	----------------	--------------	----------	---------	------------	---------	------------

Exams Admin

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Home	Candidates	Exam Schedules	Invigilation	Keycodes	Results	My Profile
------	------------	----------------	--------------	----------	---------	------------

Tutor

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Home	Exam Schedules	Invigilation	Results	My Profile
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Invigilator

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Home	Invigilation	Keycodes	Results	My Profile
------	--------------	----------	---------	------------

Standard User

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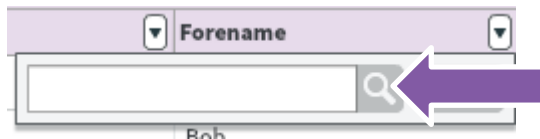
Home	Exam Schedules	Invigilation	My Profile
------	----------------	--------------	------------

As you can see, only the Centre Admin role has a user's screen and is able to set up other user accounts. However if your Centre Admin wishes to amend their account, please contact NCFE and your Centre Support Assistant will be able to help.

Searching

Most of the screens take the form of data tables and there can be quite a lot of information to look through so each screen has a search bar at the top of each column. The search option is available by selecting the drop down arrow next to each column title and filling in the search field. When you're happy with the search criteria, press the magnifying glass icon to search.

If you need to clear the search history you can select Reset Filters from the search bar.



Creating and Managing Users

Creating New Users

Your Centre Admin user will be able to add new users for your centre and select what access they have. This is done through the Users screen.

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Home

Users

Candidates

Cohorts

Exam Schedules

Invigilation

Keycodes

Marking

Moderation

Results

My Profile

Marking Void Exam

Moderation Management

...	Surm...	For...	User name	Centres List	Qualifications List	Roles	Expiry D...
▶	Davies	John	johndavies	User is associated with more than 10 centres. Please view user details for list of centres.	User is associated with more than 10 qualifications. Please view user details for list of qualifications.	Board Admin,Centre Admin,Centre IT Admin,Exams Admin,Invigilator,Standard User,Tutor,Board-only Centre Role	17/02/2024
▶	Murphy	Alex	AMurphy	Johns Test Centre	User is associated with more than 10 qualifications. Please view user details for list of qualifications.	Centre IT Admin	17/02/2024
▶	Newt	John	johnstestnewt	Johns Test Centre	User is associated with more than 10 qualifications. Please view user details for list of qualifications.	Board Admin,Centre IT Admin	17/02/2024
▶	Riggs	John	Johnstriggs	Johns Test Centre	User is associated with more than 10 qualifications. Please view user details for list of qualifications.	Tutor,Board-only Centre Role,Centre Admin,Centre IT Admin,Exams Admin,Invigilator,Standard User	17/02/2024

Page 1 (1-4 of 4)

Create User Edit User Reset User's Password

Select Create User and a form will appear in the centre of the screen.

- The mandatory fields are shown with a small star icon.
- Don't complete the Online ID box as it auto populates.
- The Associated Qualifications tab will display a list of qualifications which you've approval to offer and are available for online assessment. Tick the box next to any qualification that you want the new user to be able to set up candidates and assessments for.
- The Associated Centre Roles tab lets you set the new user's access. Tick the box next to your centre and then click the arrow to open up a drop down list. Now tick the box next to the roles you want that user to have.
- Select OK and you'll set the user up and send them an email with their username and password. The new user can log in straight away and start using the system

Editing Users

Once you've set up a user account you can edit it by selecting it from the Users screen and selecting Edit User.

Editing uses a screen similar to the one above; you'll be able to amend any of the information on the screen other than the user name.

The edit screen will also have a tick box which lets you retire a user who's no longer active.

Resetting Passwords

You can reset a user's password using the third button at the bottom right of the Users screen. Select the user you want to reset the password for and select Reset User's Password. The user will receive an email with their new password.

Creating and Managing Pirate Candidates

Creating Pirate Candidates

The Candidates screen will show any of your candidates who are registered against a qualification with an online assessment.

Candidates registered on the NCFE Portal will appear online one hour from registration and will be available to be entered for assessments.

If you need to enter a candidate faster than that you can enter them as a Pirate candidate using this screen. Select the Create Candidate button and a form will appear in the middle of the screen

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[Log Out](#)

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[Home](#)
[Users](#)
[Candidates](#)
[Cohorts](#)
[Exam Schedules](#)
[Invigilation](#)
[Keycodes](#)
[Marking](#)
[Moderation](#)
[Results](#)
[My Profile](#)
[Marking Void Exam](#)
[Moderation Management](#)

Active

▼

Surname

▼

Forename

▼

Online ID

▼

ULN

▼

Centres List

▼

Qualifications List

▼

Reset Filters

▶	smith	mark	PIRATEd2191bf026d746aca4faab66f6fe82cb		Johns Test Centre	L2 Adult Numeracy
▶	Smith	John	PIRATE2415748785a04b528e562002d38de6ce		Johns Test Centre	L1 Adult Literacy
▶	Smith	Ryan	PIRATE60e8afc14e72449fb2f99c38f614c628		Johns Test Centre	L2 Adult Numeracy

Page 1 (1-3 of 3)

▶

Create Candidate

Edit Candidate

Upload Candidates

↺

Please note: If you've already registered your candidates through the Portal please wait until your candidate appears on the online assessment system, rather than creating a pirate candidate. If you've a registered candidate and a pirate candidate this may cause duplicate registrations.

New Candidate

Candidate Details

Username: ☒ Auto Generate *

Forename: *

Middle Name:

Surname: *

Date of Birth: *

Online ID: ☒ Auto Generate *

ULN:

Gender: ☐ Male ☐ Female ☒ Unspecified *

Ethnic Origin:

Contact Details

Address Line 1:

Address Line 2:

Town:

County:

Country:

Post Code:

Email:

Phone:

Expiry date:

Special Requirements: ☐

Associated Qualifications

A-D E-H I-L M-P Q-T U-Z All

☐ L2 Award in Cleaning Principles
☐ L2 Certificate in Cleaning Principles
☒ L2 Functional Skills English
☐ L2 Functional Skills ICT
☐ L2 Functional Skills Maths
☐ L2 Key Skills ICT
☐ L2 KS Application of Number
☐ L2 KS Communication

☒ Select/Deselect all 1/33

Associated Centres

A-D E-H I-L M-P Q-T U-Z All

☒ Johns Test Centre

☒ Select/Deselect all 1/1

OK

Cancel

- This shows a pirate candidate ready to be created.
- You should tick both boxes labelled Auto Generate but don't type in the field next to them.
- Fields with an asterisk are mandatory.
- Associated Qualifications lets you select which qualifications the candidate will be able to sit assessments for. Please only tick one qualification for each record created.
- You can grant the candidate 25% extra time at this point by ticking the Special Requirements box. This will grant the candidate 25% extra time on any assessment they sit.
- If you want to limit the candidate to extra time on just a single assessment you can set that at a later stage. In these cases leave the Special Requirements box empty.
- When you select OK, the pirate candidate will be created and you'll be able to see them on the Candidates screen.
- They can be entered for assessment straight away.

Editing Candidates

Select a candidate from the list on the Candidates screen and select Edit Candidate. This will open the same screen as the create candidate screen above.

The edit screen lets you add or remove the tick in the Special Requirements box. You can also retire the candidate by ticking the relevant box at the bottom of the screen. This removes the candidate from NCFE Online Assessment but doesn't delete them from our database.

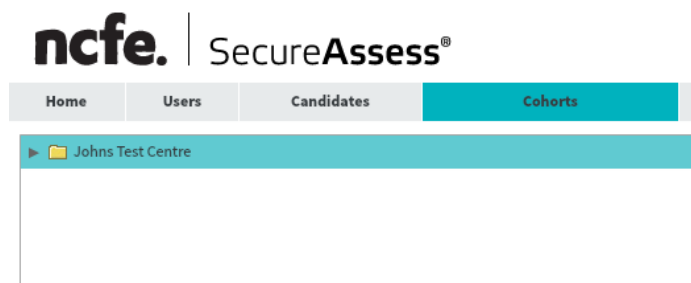
You won't be able to edit any other candidate details on this screen. If you want to change a candidate's name or date of birth, please contact your Centre Support Assistant.

Creating and Managing Cohorts

Creating Cohorts

Cohorts are a feature of the NCFE Online Assessment administration system. They allow you to create groups of candidates in the system so that it's easier to manage large numbers of candidates and enter them for assessments together.

Cohorts are very flexible so you can create groups in any way you wish, eg all of your NCFE Level 1 Adult Literacy candidates could be grouped together or all of your Year 9 candidates.



- This is the cohorts screen before any cohorts have been set up, cohorts you create will appear on the left.
- Candidates at your centre will appear on the right to be selected and added to a cohort.
- You can create cohorts within cohorts, and the same candidate can belong to a number of cohorts at the same time. Select Create Cohort to get started. A form will appear, name your cohort and give it a description then select OK.

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Home Users Candidates **Cohorts** Exam Schedules Invigilation Keycodes Marking Moderation Results My Profile Marking Void Exam Moderation Management

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Johns Test Centre
Test Centre 2
John Test 2

Cohort: John Test 2
Description: John Test 2

Available Candidates

Search Submit

Surname	Forename
Smith	John
smith	mark
Smith	Ryan

Page 1 (1-3 of 3)

No candidates removed; 3 candidates in page

Create Cohort Delete Cohort

Current Candidates

Search Submit

Surname	Forename
---------	----------

No candidates added; 0 candidates in page

Apply

- You'll see the new cohort appear on the left hand side of the screen. Click on the new cohort and the right side of the screen will display a list of candidates at your centre.
- The right side of the screen is where you can add and remove candidates. The arrow buttons in the centre move selected candidates into or out of the cohort. The double arrow will move everyone in the list.
- The left list shows candidates available to be added, the right list shows candidates added to the cohort. You can select multiple candidates using shift and control keys. Once you've added candidates to your cohort, clicking the Apply button at the bottom of the screen will bring up a prompt screen asking you to either save your added candidates to the cohort or cancel.

Please note: deleting a cohort you've created, doesn't delete your candidates, only the cohort.

Scheduling and Managing Exams

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Home
Candidates
Exam Schedules
Invigilation
Keycodes
Marking
Moderation
Results
My Profile

☐ Only show exams created by me
☐ Invigilated exams
Reset Filters

Active	Centre Name	Qualification	Exam Name	Start Date	End Date	Start Time	End Time	Number of Ca...	Date Created	Created By	Status	Invigilated
✓	Johns Test Centre	L1 Functional Skills English(61)	Functional Skills in English at Level 1 - Writing	21/02/2014	21/02/2014	00:00:00	23:59:00	1	21/02/2014	John Test	Editable	No

☒ Group by session
☐ Show each candidate

Page 1 (1-1 of 1)
Key: ✓ Valid Exam ✗ Invalid Exam

Print
Create Exam
Edit Exam
Delete Exam

- The Exam Schedules screen allows you to set an exam up and enter candidates as well as setting additional time requirements and printing paperwork. The screen will guide you through the whole process.
- The Exam Schedules screen will show you a list of any assessments you set up with the usual search bar at the top and a number of buttons at the bottom right.
- In the status column, a status of 'Editable' means you can still amend the details of the assessment. 'Locked' means the exam has reached its start time so can't now be changed.
- Note the key at the bottom of screen where it shows a green tick and red cross denoting if an exam is valid or invalid - these will appear next to any scheduled exam in the far left hand column.
- If a red cross appears next to an exam when it's due to start it means there's an issue with the assessment and you'll need to contact your Centre Support Assistant immediately.
- To begin scheduling an assessment, select the Create Exam button at the bottom of screen.
- A 'wizard' will appear which will guide you through the process.

Scheduling Exams

At each step of the Schedule Exam Wizard you select the option you want and then select Next to move on. You can always select Back to return to previous steps or Cancel to close the window.

The screenshot shows the 'Select Centre' step of the 'Schedule Exam Wizard'. The breadcrumb trail at the top is 'Select Centre | Select Qualification & Exam | Set Date | Select Candidates | Delivery | Review'. Below the breadcrumb, there is a search bar labeled 'Select Centre:' with a magnifying glass icon and a 'Clear' button. A list box below the search bar contains one item, 'Johns Test Centre', which is highlighted in blue. At the bottom right, there is a large purple arrow pointing to the 'Next' button, with a 'Cancel' button next to it.

The screenshot shows the 'Select Qualification & Exam' step of the 'Schedule Exam Wizard'. The breadcrumb trail at the top is 'Select Centre | Select Qualification & Exam | Set Date | Select Candidates | Delivery | Review'. Below the breadcrumb, there are two sections. The first section, '1. Select Qualification:', has a search bar and a 'Clear' button. Below it is a list box containing several options: 'L1 Adult Literacy', 'L1 Adult Numeracy', 'L1 Functional Skills English', 'L1 Functional Skills ICT', 'L1 Functional Skills Maths' (highlighted in blue), and 'L2 Adult Literacy'. The second section, '2. Select Exam:', has a search bar and a 'Clear' button. Below it is a list box containing two options: 'NCFE Functional Skills Qualification in Maths at Level 1' (highlighted in blue) and 'Practice NCFE Functional Skills Qualification in Maths at Level 1'. At the bottom right, there is a large purple arrow pointing to the 'Next' button, with a 'Cancel' button next to it.

- Select your centre and choose Next.
- Select the qualification you want to schedule an assessment for from the top window.
- Once you've selected the qualification, you can then select from the window below whether you want to schedule a live exam or a practice exam.

Schedule Exam Wizard

Select Centre | Select Qualification & Exam | **Set Date** | Select Candidates | Delivery | Review

Start Date: 21/02/2014


☐ Multiple day exam:



Note: The start & end times are times between which the exam can be taken for each day specified above.

This exam is available to be scheduled between 00:00 and 23:59

Start Time: 00 : 00


End Time: 23 : 59

 The Candidate(s) will only require a Keycode for this exam.

Schedule Exam Wizard



Select Centre | Select Qualification & Exam | Set Date | **Select Candidates** | Delivery | Review


Search: 



Cohort

- Johns Test Centre
 - John Test 2
 - Test Centre 2

Online ID	Forename	Surname	Date of Birth	Selected
	John	Davies	20/09/1979	<input type="checkbox"/>
	Alex	Murphy	01/01/1914	<input checked="" type="checkbox"/>
	John	Newt	01/01/1914	<input type="checkbox"/>
	John	Riggs	01/01/1914	<input type="checkbox"/>
	John	Test	01/01/1914	<input type="checkbox"/>
	John	Test	01/01/1984	<input type="checkbox"/>

Page 1 (1-6 of 6) Selected 1 candidate. ☒ Show Users  

 The Candidate(s) will only require a Keycode for this exam.

- Select the date and time you want the exam window to be available for. Please note candidates can't log into assessments before the exam window opens.
- If you tick the Multiple Day Exam box, you can set a start and end date. This lets you make assessments available for a number of days. If you only want the exam to be available for a single day you don't need to tick the Multiple Day Exam box.
- Select Next.
- Select the candidates that you want to sit the assessment by ticking the box next to their name or use Select all in page button at the bottom of the screen.
- This list will show any candidate registered at your centre on the qualification you're scheduling an assessment for.
- You can also select a cohort from the list on the left and enter candidates from there.
- Select Next.

Please note: Your centre users will also appear in this screen - this gives you the option to book yourself onto practice assessments.

Schedule Exam Wizard


Select Centre | Select Qualification & Exam | Set Date | Select Candidates | **Delivery** | Review

Deliver the same exam questions to all candidates?

☒ Yes
☐ No

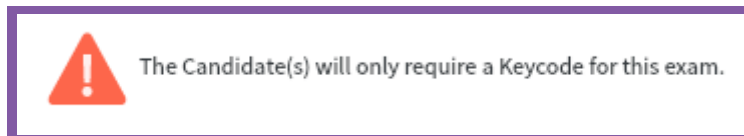
Deliver Exam:

☒ Online
☐ Offline
☐ Schedule For Invigilate

 The Candidate(s) will only require a Keycode for this exam.

Back **Next** **Cancel**

- This system has the facility to set a PIN against the assessment - this is known as setting the assessment to be invigilated. However if you do this, you'll require an Invigilator to enter the PIN onto each workstation in addition to the candidate then entering the Keycode password they'll be given.
- This facility isn't set to default so you don't need to use it. However to use this functionality you must tick the Schedule for Invigilate box.
- Click Next.



Please note: In this section of the Schedule Exam wizard, there's always a message present to indicate 'The candidate(s) will only require a Keycode for this exam'. However if you select the Schedule for Invigilate button this changes to 'The candidate(s) will require a Keycode for this exam, and an Invigilator to unlock it or set a PIN'

Schedule Exam Wizard


Select Centre | Select Qualification & Exam | Set Date | Select Candidates | Delivery | **Review**


Exam Name: NCFE Functional Skills Qualification in Maths at Level 1
 Qualification Name: L1 Functional Skills Maths
 Start Date: 21/02/2014
 End Date: 21/02/2014
 Start Time: 00:00
 End Time: 23:59

Will create a single script for all the candidates.

Candidates

Online ID	Forename	Surname	Date of Birth	Duration
	Alex	Murphy	01/01/1914	120 + 30

 The Candidate(s) will only require a Keycode for this exam.

 **Edit Duration** **Back** **Finish** **Cancel**

- The final screen lets you review your choices.
- If there's anything you need to change, you can select Back to change it.
- You can grant extra time to a candidate for this assessment only. To do this select the candidate and click the Edit Duration button.

Edit Candidate Exam Duration

Candidate Exam Details

Candidate: Alex Murphy

Online ID:

Standard Duration: 120 mins

Pre-registered Additional Time: None

Duration: 150 mins (25.00% extra)

Reason: *

OK **Cancel**

- Adjust the slider to the duration you want, select a reason from the drop down menu then select OK. If you require more time for a candidate than you're able to give using this screen, please contact your Centre Support Assistant.
- Once you're happy with your assessment, select Finish. The assessment will now appear on the Exams Schedules screen.

Home

Candidates

Exam Schedules

Invigilation

Keycodes

Marking

Moderation

Results

My Profile

Only show exams created by me

Invigilated exams

Reset Filters

Active	Centre Name	Qualification	Exam Name	Start Date	End Date	Start Time	End Time	Number of Ca...	Date Created	Created By	Status	Invigilated
✓	Johns Test Centre	L1 Functional Skills English(61)	Functional Skills in English at Level 1 - Writing	21/02/2014	21/02/2014	00:00:00	23:59:00	1	21/02/2014	John Test	Locked	No
✓	Johns Test Centre	L1 Functional Skills Maths(59)	NCFE Functional Skills Qualification in Maths at Level 1	21/02/2014	21/02/2014	00:00:00	23:59:00	1	21/02/2014	John Test	Editable	No

Group by session

Show each candidate

Page 1 (1-2 of 2)

Key:

✓ Valid Exam

✗ Invalid Exam

Print Invigilation Pack

Create Exam

Edit Exam

Delete Exam

- You'll notice at the top of the screen, there's an Only show exams created by me option so you don't have to view exams scheduled by other users at your centre.
- You'll also notice there's an Invigilated exams button - this allows you to only view exams that have been set to invigilation if you've selected the Schedule for invigilate button when scheduling the exam

☒ Group by session
 ☐ Show each candidate

- At the bottom left of the screen, there are 2 buttons. Selecting the Group by session button allows you to view assessments and the Show each candidate button allows you to view candidates.

Editing scheduled exams

A scheduled assessment will have a status of 'editable' until the start time for the assessment window has been reached. At this point the assessment status will change to 'locked'.

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Home Candidates **Exam Schedules** Invigilation Keycodes Marking Moderation Results My Profile

☐ Only show exams created by me ☐ Invigilated exams Reset Filters

Active	Centre Name	Qualification	Exam Name	Start Date	End Date	Start Time	End Time	Number of Ca...	Date Created	Created By	Status	Invigilated
✓	Johns Test Centre	L1 Functional Skills English(61)	Functional Skills in English at Level 1 - Writing	21/02/2014	21/02/2014	00:00:00	23:59:00	1	21/02/2014	John Test	Locked	No
✓	Johns Test Centre	L1 Functional Skills Maths(59)	NCPE Functional Skills Qualification in Maths at Level 1	21/02/2014	21/02/2014	00:00:00	23:59:00	1	21/02/2014	John Test	Editable	No

☒ Group by session ☐ Show each candidate

Page 1 (1-2 of 2) Key: ✓ Valid Exam ✗ Invalid Exam

Print Invigilate Edit Exam Delete Exam ↺

- Assessments that are locked will appear on the Invigilation screen, whereas if an assessment is editable, it appears in the Exams Schedules screen as shown in the screen shot to the left.
- To edit an assessment when editable, select your candidate and click the Edit button - this brings up the wizard and you follow this to make the required adjustments to the assessment.

If you've scheduled an exam which is no longer needed you can delete it from this screen. You may find this helpful to keep your records up to date and accurate.

You'll only be able to delete an exam while it's in an editable state before the start of the exam window.

There are 2 methods to delete exams, either delete the actual exam itself or delete individual candidates from exams.

Deleting individual exams

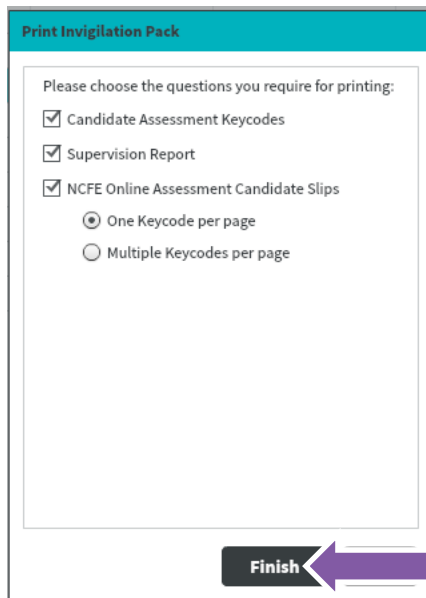
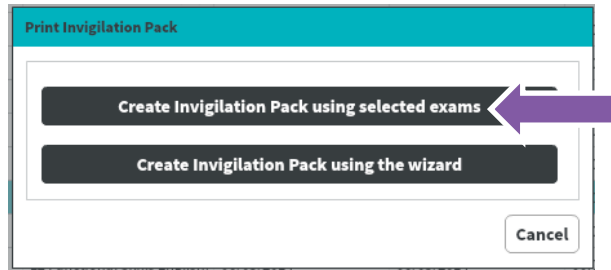
The screenshot shows the NCFE SecureAssess interface. At the top, there's a navigation bar with tabs: Home, Candidates, Exam Schedules (active), Invigilation, Keycodes, Marking, Moderation, Results, and My Profile. The user is logged in as JohnTest2. Below the navigation bar, there's a table of exams. The table has columns: Active, Centre Name, Qualification, Exam Name, Start Date, End Date, Start Time, End Time, Number of Candidates, Date Created, Created By, Status, and Invigilated. Three exams are listed, all from 'Johns Test Centre'. The third exam, 'NCFE Functional Skills Qualification in Maths at Level 1', is highlighted. A 'Delete Exam' dialog box is open in the center, asking 'Are you sure you want to delete the selected scheduled exam(s)?' with 'OK' and 'Cancel' buttons. At the bottom right, there are buttons: 'Print Invigilation Pack', 'Create', 'Delete Exam' (highlighted with a purple arrow), and a refresh icon. The bottom left shows 'Page 1 (1-3 of 3)' and a key for 'Valid Exam' (green check) and 'Invalid Exam' (red X).

Active	Centre Name	Qualification	Exam Name	Start Date	End Date	Start Time	End Time	Number of Ca...	Date Created	Created By	Status	Invigilated
✓	Johns Test Centre	L1 Functional Skills English(61)	Functional Skills in English at Level 1 - Writing	21/02/2014	21/02/2014	00:00:00	23:59:00	1	21/02/2014	John Test	Locked	No
✓	Johns Test Centre	L1 Functional Skills Maths(59)	NCFE Functional Skills Qualification in Maths at Level 1	21/02/2014	21/02/2014	00:00:00	23:59:00	1	21/02/2014	John Test	Locked	No
✓	Johns Test Centre	L1 Functional Skills Maths(59)	NCFE Functional Skills Qualification in Maths at Level 1	21/02/2014	21/02/2014	00:00:00	23:59:00	1	21/02/2014	John Test	Editable	No

- Select the button Group by session, highlight your exam and click the Delete exam button.
- Be aware if you do delete an exam using this method, it deletes the exam for each candidate booked onto it.
- **Removing an individual candidate from exam-** Click 'Show each candidate', highlight your candidate and click the Edit exam button. This brings up the Schedule Exam wizard, which you follow through until you come to the list of candidates scheduled onto the assessment. At this point you can un-tick the candidate you wish to remove.

Printing invigilation packs

- You can print off an invigilation pack by highlighting the relevant exam and choosing Print Invigilation Pack from the bottom right of the screen. Once selected you'll be given the option to Create Invigilation Pack using the selected exams.



- Once this has been selected you'll be shown the following screen. This screen will give the option to print invigilation packs for an individual exam.
- You'll be given the option of choosing to print candidate assessment Keycodes, Supervision reports and candidate slips with one or multiple Keycodes per page.
- Once these options have been selected, choose Finish and the relevant files will open in a printable screen.

To print invigilation packs using the wizard, select Print Invigilation pack from the bottom of the exam schedules screen.

- Once selected you'll be given another pop up screen where you'll be given various options.
- Select the correct centre, qualification and the exam and choose Next
- Another series of pop up boxes will allow you to select the time/date of exam as well as the candidate(s).

The final part of this process is 'output options'. You'll be given 4 options of how you want the reports to behave.

- Candidate Assessment Keycodes - this lists the Keycodes (passwords) for the candidates you've selected using the wizard.
- NCFE Online Assessment Candidate Slips – these are the individual slips to give to candidates with their Keycodes which they'll need to login to their exam.
- Supervision report - this is an optional report for your internal invigilation records. This doesn't need to be returned to NCFE.
- Either one or multiple Keycodes per page.
- Click Finish.

Invigilate screen

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Log Out

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Home

Candidates

Exam Schedules

Invigilation

Keycodes

Marking

Moderation

Results

My Profile

Only show:

Locked For Invigilator

In Progress

Paused

Finished

Today's exams

Invigilated exams

Reset Filters

State	PIN	Exam Name	Keycode	Centre Name	Tags	Qualification	Start Date	End Date	Start Time	End Time	Candidate	Online ID	Invigilated	Duration
		Functional Skills in English at Level 1 - Writing	B76L2HA8	Johns Test Centre		L1 Functional Skills English(61)	21/02/2014	21/02/2014	00:00:00	23:59:00	Alex Murphy		No	60
		NCFE Functional Skills Qualification in Maths at Level 1	AKUFQYA8	Johns Test Centre		L1 Functional Skills Maths(59)	21/02/2014	21/02/2014	00:00:00	23:59:00	Alex Murphy		No	120
		NCFE Functional Skills Qualification in Maths at Level 1	HXTMSCA8	Johns Test Centre		L1 Functional Skills Maths(59)	21/02/2014	21/02/2014	00:00:00	23:59:00	John Riggs		No	120
		Functional Skills in ICT at Level 1	ERY64A8	Johns Test Centre		L1 Functional Skills ICT(63)	21/02/2014	04/04/2014	00:00:00	23:59:00	John Riggs		No	120
		Functional Skills in English at Level 1 - Writing	3R95XCA8	Johns Test Centre		L1 Functional Skills English(61)	18/02/2014	18/02/2014	00:00:00	23:59:00	Bobby Smith	PIRATE4b2415	No	80

Page 1 (1-5 of 5)

Modify Duration

Set PIN

Remove PIN

Activate

Pause

Resume

Void

Print Invigilation Pack

Select All in Page

- The Invigilate screen is intended to be used to help you manage your assessments as they happen, from a workstation in your assessment room. When an assessment shows as locked in the Schedule Exam screen (the exam start time has been reached) it'll appear on this screen.
- It has some functions which are available on other screens but are duplicated here for the benefit of users with lower levels of access.
- You may want to use this just as an information screen, for instance it's a convenient way of seeing the Keycodes (passwords) for candidates without needing to print a report. Each line on this screen is an individual candidate assessment.
- The screen will show the progress of your candidates' assessments. The icons in the left column show when an assessment is ready to begin, in progress, paused or finished.
- You can print the same Invigilation Pack from the button on this screen as you can on the Exams Schedule screen. You can also modify the duration of an assessment from this screen to cater for special requirements, void assessments, pause/resume assessments and set invigilation PIN's.

Keycode screen

The Keycode screen is another information screen designed for certain user roles that don't have access to the Invigilation screen.

It'll allow you to see all of the relevant information for assessments, with a line for each candidate, but doesn't give you any control over the assessments themselves.

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Log Out

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Home

Candidates

Exam Schedules

Invigilation

Keycodes

Marking

Moderation

Results

My Profile

Only show:

Ready

In Progress

Finished

Reset Filters

State	Keycode	Surname	Forename	Online ID	Qualification	Exam Name	Start Date	End Date	Start Time	End Time
✓	3R95XCA8	Smith	Bobby	PIRATE4b24152c6c5a4e44b1dcae0dce1efa4f	L1 Functional Skills English(61)	Functional Skills in English at Level 1 - Writing	18/02/2014	18/02/2014	00:00:00	23:59:00
Ⓡ	B76L2HA8	Murphy	Alex		L1 Functional Skills English(61)	Functional Skills in English at Level 1 - Writing	21/02/2014	21/02/2014	00:00:00	23:59:00
Ⓡ	ERY64A8	Riggs	John		L1 Functional Skills ICT(63)	Functional Skills in ICT at Level 1	21/02/2014	04/04/2014	00:00:00	23:59:00
Ⓡ	AKUFQYA8	Murphy	Alex		L1 Functional Skills Maths(59)	NCFE Functional Skills Qualification in Maths at Level 1	21/02/2014	21/02/2014	00:00:00	23:59:00
Ⓡ	HXTMSCA8	Riggs	John		L1 Functional Skills Maths(59)	NCFE Functional Skills Qualification in Maths at Level 1	21/02/2014	21/02/2014	00:00:00	23:59:00

Page 1 (1-5 of 5)

Print Keycodes

Select All in Page

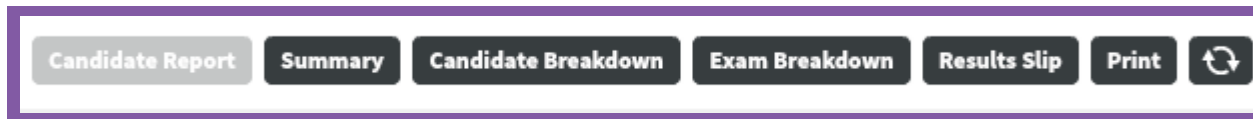
Each candidate's Keycode is available on this screen. You can use Print Keycodes to produce a report listing Keycodes for an assessment or multiple assessments.

Results

- The Results screen allows you print reports for completed assessments. Each line on the screen is an individual candidate assessment.
- You can print reports for an individual candidate or for several candidates at once.
- Only completed assessments will appear on the results screen.

There are 3 reports available that you'll use:

- Summary - a list of all the selected candidates and their results
- Candidate Breakdown - a feedback report to let you see details of the candidate's performance against each learning outcome
- Results Slip - individual candidate results on slips which can be given to the candidate.



To obtain the Summary, Candidate Breakdown and Results slips, you need to use buttons on the bottom right of the results screen as shown above.

- For each of the 3 reports, you can use 2 methods to obtain them, either printing them using the wizard to print reports for a selection of candidates who sat an assessment within a certain assessment date and time range, or actually highlighting a candidate or multiple candidates on screen.
- To print reports via the wizard, click on the required report button you want the report ie Results Slip, Candidate Breakdown or Summary to bring up the wizard.

The screenshot shows the 'Results Wizard' interface with the 'Select Centre' step active. The breadcrumb trail at the top reads 'Select Centre | Select Qualification & Exam | Select Date | Select Candidates'. Below the title bar, there is a search bar labeled 'Select Centre:' with a magnifying glass icon and a 'Clear' button. A list box below the search bar contains the text 'Johns Test Centre'. At the bottom right, there is a large purple arrow pointing to a 'Next' button, with a 'Cancel' button next to it.

The screenshot shows the 'Results Wizard' interface with the 'Select Qualification & Exam' step active. The breadcrumb trail at the top reads 'Select Centre | Select Qualification & Exam | Select Date | Select Candidates'. Below the title bar, there are two sections. The first section is labeled '1. Select Qualification:' and contains a search bar with a magnifying glass icon and a 'Clear' button. Below this, a list box contains the following items: 'L1 Adult Literacy', 'L1 Adult Numeracy', 'L1 Functional Skills English', 'L1 Functional Skills ICT', 'L1 Functional Skills Maths', 'L2 Adult Literacy', and 'L2 Adult Numeracy'. The second section is labeled '2. Select Exam:' and contains a search bar with a magnifying glass icon and a 'Clear' button. Below this, a list box contains the text 'Level 1 Certificate in Adult Literacy'. At the bottom right, there is a large purple arrow pointing to a 'Next' button, with a 'Cancel' button next to it.

- Above is the Results wizard, the first step is to select your centre and choose Next.
- Select the qualification you want to produce the report for and select the live or practice test below in the second window.
- Depending on the type of exam the candidate is taking, you may be given a pass or fail result at the end of exam. This mark will then be available on the exams screen. Please be aware this mark is unconfirmed until a confirmation email is received from NCFE with the candidate's final mark.

Results Wizard

Select Centre | Select Qualification & Exam | **Select Date** | Select Candidates

Start Date: 18/02/2014
Start Time: 00 : 00

End Date: 04/03/2014
End Time: 23 : 59

Next **Cancel**

Results Wizard

Select Centre | Select Qualification & Exam | Select Date | **Select Candidates**

Search

Online ID	ULN	Forename	Surname	Selected
PIRATE2415748785a04b528e562002d38de6ce		John	Smith	<input checked="" type="checkbox"/>
PIRATE2d53f19a87c44fa8b37f3352489ec430		Karl	Smith	<input checked="" type="checkbox"/>

Added 2 candidates. This shows only candidates with non-BTLOffice questions.

Select All **Deselect All**

Back **Print** **Cancel**

- Select the date and time range that you want the report for and choose Next.
- Select the candidate(s) you want to produce reports for. You can use the Select All and Deselect All buttons with large groups of candidates.
- Select Print to view the document which includes all the candidate information

Johns Test Centre
Level 1 Certificate in Adult Literacy
Exam Completion Dates: 18/02/2014 - 04/03/2014

Results Summary:

Candidate Name	Online ID	ULN	Test Date	Result
John Smith	PIRATE2415748785a04b528e562002d38de6ce		2014-02-18	Fail
Karl Smith	PIRATE2d53f19a87c44fa8b37f3352489ec430		2014-02-18	Fail

Managing your own profile

The My Profile screen allows you to amend details of your own user account. You can also change your password to something memorable on this screen.

Personal Details

User Details

User Name: JohnTest2 *

Forename: John *

Middle Name:

Surname: Test *

Date of Birth: 1 January 1984

Online ID:

Gender: ☒ Male ☐ Female ☐ Unspecified *

Contact Details

Address Line 1: Q6 *

Address Line 2:

Town: Q6 *

County: Greater London *

Country: England *

Post Code:

Email: johndavies@ncfe.org.uk *

Phone: 07989623658 *

Change My Details

Change My Password

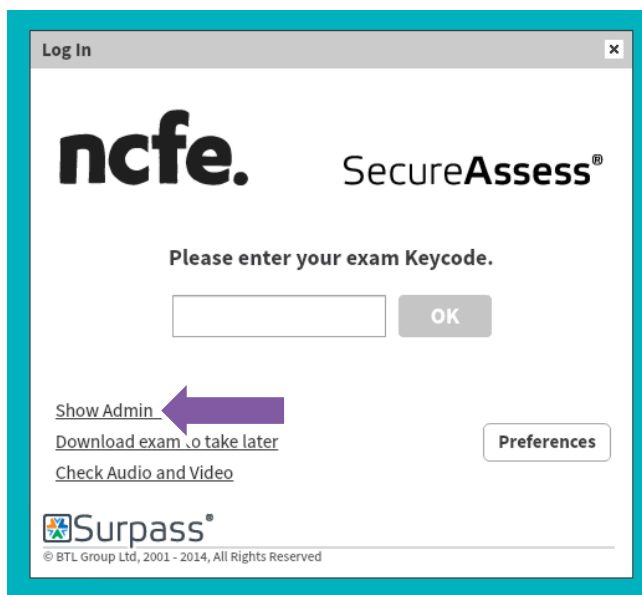
- This is the My Profile screen. You can edit any of the fields except User Name. Make the change you need then select the Change My Details button.
- Select the Change My Password button to open up a new form. Enter your current password in the first box, type your new password in the second box and confirm it in the third box.

Remote Assessments

The Remote Assessment system is a way to manage assessments that you want to deliver remotely, away from your main site. You can use Remote Assessment in 2 ways - either downloading assessments to laptops to take out to candidates or downloading assessments to USB data keys.

Scheduling remote assessments

There's no special process for scheduling remote assessments to sit remotely, as this is the same as scheduling any assessment. However there are a few things to be aware of.



- The assessment is downloaded from the Invigilate screen, and this is done by launching the Secure Candidate software by clicking on the icon on the laptop or data key being used to sit the assessment.
- Once the software is launched there's an option called Show Admin, where you can login using your normal username and password. This then takes you to the Invigilate screen.
- Assessments don't appear on the Invigilate screen until the start time of the assessment window is reached. This means that if you are scheduling an assessment for remote assessment you need to set the start time early enough to give yourself time to download the assessment. Anyone who's going to download remote assessments will need to have the Invigilator user role as part of their user account.
- You also need to upload the candidate results before the end of the scheduled assessment window - if you don't do this the candidate results will not be retrievable. Please see the section Uploading the results from a Laptop for more information.

Scenario:

You're going to deliver a remote assessment on 8 May 2014 at 9am and you want to download the assessment the day before so that you have time to travel to the remote site.

You **should** schedule the assessment to start on 7 May 2014 at 9am and finish on 9 May 2014 at 5pm. The assessment will then be available to download from 9am on 7 May. Your candidates will be able to sit the exam on 8 May and you will be able to upload the results when you get back to the office, before the exam expires on 9 May 2014 at 5pm.

Please note: *A reliable internet connection will be required when using the Remote Assessment feature. If you'd like to check this before attempting to use this feature, please contact your Centre Support Assistant on 0191 239 8000.*

Downloading the assessment onto a laptop

Once you've scheduled your online assessment you can download the assessment to the laptop (or laptops) you'll be taking the assessment on. It's important that you download the assessment to the specific laptop which will be used by the candidate.



- Load the Secure Candidate Software.
- Select Show Admin, this will open the same login screen that you'd see on the website.
- Enter your user name and password and login.
- You'll see a list of assessments downloaded to this laptop. Select Download Exam at the bottom of the screen.

Only show: ☒ Locked For Invigilator ☒ In Progress ☒ Paused ☒ Finished ☐ Today's exams ☐ Invigilated exams [Reset Filters](#)

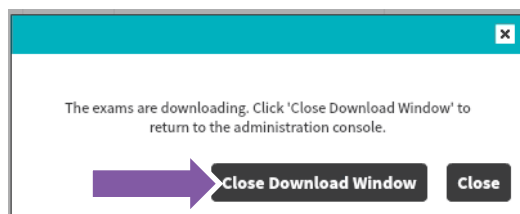
State	PIN	Exam Name	Keycode	Centre Name	Tags	Qualification	Start Date	End Date	Start Time	End Time	Candidate	Online ID	ULN	Invigilat...	Duration
✓		NCFE Functional Skills Qualification in Maths at Level 1	Q8BJW9A8	Johns Test Centre		L1 Functional Skills Maths(59)	06/03/2014	06/03/2014	00:00:00	23:59:00	John Test			No	120
🔧		Functional Skills in English at Level 1 - Reading	YZ346BA8	Johns Test Centre		L1 Functional Skills English(61)	05/03/2014	05/03/2014	00:00:00	23:59:00	John Test			No	60
R		! Certificate in Adult Literacy	299P56A8	Johns Test Centre		L2 Adult Literacy	05/03/2014	03/04/2014	00:00:00	23:59:00	Paul Simon	PIRATE01fc7		No	60
✓		Functional Skills in ICT at Level 1	ERY64A8	Johns Test Centre		L1 Functional Skills ICT(63)	21/02/2014	04/04/2014	00:00:00	23:59:00	John Riggs			No	120
✓		Functional Skills in English at Level 1 - Writing	3R95XCA8	Johns Test Centre		L1 Functional Skills English(61)	18/02/2014	18/02/2014	00:00:00	23:59:00	Bobby Smith	PIRATE4b24		No	80

Page 1 (1-5 of 5)

[Modify Duration](#)
[Set PIN](#)
[Remove PIN](#)
[Activate](#)
[Pause](#)
[Resume](#)
[Void](#)
[Print Invigilation Pack](#)
[Download](#)

You'll now see the Invigilate screen and any assessments available will be listed, each line is an individual candidate assessment.

- Select the assessments which will be sat on that laptop. Assessments which can be downloaded will show with an R symbol to indicate they are ready.
- Select Download.
- A confirmation box will appear. Select Close Download Screen to proceed.



- Select Logout.
- Close the secure client software.
- You can now take the laptop to your remote site and the candidate can log in using their Keycode and sit the assessment as normal. They'll see the provisional result on screen at the end of the assessment as normal.

Uploading the results from a laptop

Once the assessments have been completed and you're back at the office you can connect the laptop to the internet again and upload the results to NCFE.

- Open the Secure Candidate Software on the laptop the assessment was sat on.
- Once the software is launched, leave it for 10 seconds as there is an auto-submit feature built into the candidate software which uploads the candidate's result.
- Close the Secure Candidate Software.
- Log into the Online Assessment system as normal.
- Select the Results screen - your candidate's result will show.

If you've had problems using the automatic upload, these results can be uploaded manually.

- Log into the admin feature of the Secure Client.
- Highlight the exam in question.
- Select Upload results.

If you're still having issues when attempting to upload the results, please don't hesitate to get in touch with your Centre Support Assistant on 0191 239 8000.

Using remote assessments with USB data keys

In addition to downloading assessments onto laptops for advanced caching assessments, you can download assessments onto USB data keys. They can then be used to sit remote tests without the need for an internet connection or the Secure Candidate Software being installed on the PC the candidates sit the assessment on, as the software will be launched directly from the USB data key.

Preparing the USB data key

Before you download a candidate's scheduled assessment to a data key, you need to prepare the data key so that the Secure Candidate Software is copied onto it.

- Insert data key into USB port of a PC with Secure Candidate Software installed on it.
- Launch the Secure Candidate Software and select Show admin - this allows you to log into the Invigilate screen using your normal Online Assessment username and password.









- Click on the Prepare Memory Stick button - this then copies the Secure Candidate Software onto your data key.
- Close the Secure Candidate Software.

Downloading the assessment onto a USB data key

The next step is to schedule your assessment which is done as normal through the Exams Schedules screen in the Online Assessment system. Once your assessment is scheduled, you need to download the candidate's assessment onto the data key. To do this, follow these steps:

- Plug your data key into a PC with internet connection, access My computer then access the data key.
- Double click the file named Secure Client Initial Run – this runs a quick diagnostic check of the data key then launches the Secure Candidate Software.



 SecureClientInitialRun.exe	15/11/2012 12:36	XML Configuratio...	5 KB
 Updater.dll	15/11/2012 12:22	Application extens...	69 KB
 SecureClientInitialRun	15/11/2012 12:22	Application	355 KB
 AxInterop.ShockwaveFlashObjects.dll	15/11/2012 12:22	Application extens...	28 KB
 Interop.ShockwaveFlashObjects.dll	15/11/2012 12:22	Application extens...	32 KB

- Log into the Show admin section using your normal online assessment login.
- Click the Download exams button.
- Find your candidate's assessment, select it and click the download button.
- Close the client - your assessment is now downloaded to the USB data key.

Now that you've prepared your data key and downloaded the scheduled assessment you're ready to take the USB data key to the candidate for them to sit their test. Please note as you now have the software copied onto the USB data key, the candidate won't need this installed on their PC to sit their assessment and they now won't require an internet connection.

When the candidate is ready to sit their assessment, insert the USB data key into their PC, go to My computer and access the data key. Once you've accessed the data key, double click the file named 'Secure Client Initial Run' - this runs a quick diagnostic check of the data key then launches the Secure Candidate Software. The candidate then logs in with their Keycode and sits their assessment.

Uploading the results from a USB stick

- Once the assessment has been completed, you need to upload the candidate's results from the data key when you get back to your centre.
- Insert the data key into a USB port of a PC with internet connection.
- Go to My computer and access the data key.
- Double click on the file named Secure Client Initial Run – this runs a quick diagnostic check of the data key then launches the Secure Candidate Software.
- Once the Secure Candidate Software has been launched, leave this open for at least 10 seconds - it has an auto upload feature and uploads your candidate's result.
- Close the Secure Candidate Software and unplug the data key.
- Log into the Online Assessment system and go to the Results screen - your candidate's result will show.

If you have problems using the automatic upload, these results can be uploaded manually. To upload the results manually, please follow the steps below:

- insert the data key into a USB port of a PC with internet connection
- go to My computer and access the data key
- double click on the file named Secure Client Initial Run – this runs a quick diagnostic check of the data key then launches the Secure Candidate Software
- log into the admin feature
- highlight the exam in question
- select Upload results.

Resilience caching assessments

NCFE Online Assessment has a function which means that if a PC crashes while candidates are sitting an assessment, they can log back in and continue from where they left off. Also if there's an interruption to your internet connection during an assessment the candidate will be able to continue as if nothing had happened. As long as the internet connection is restored before the end of the assessment the results will be uploaded automatically to NCFE as normal.

If the internet connection is still offline when the candidate completes their assessment, the candidate will see their provisional result on screen, but the results won't have been uploaded to the NCFE Online Assessment system. The results will be stored on the PC used to sit the assessment. As the candidate software has an auto upload function built into it, once internet connection is restored, simply re-launch the candidate software on the PC the candidate was using and the software auto uploads any results that haven't been uploaded yet.